



Department of  
Employee Insurance

501 HIGH STREET, 2<sup>ND</sup> FLOOR  
FRANKFORT, KENTUCKY 40601

**DEI MEMO 20-07**

**TO:** ICs and HRGs  
**FROM:** Department of Employee Insurance  
**RE:** New Online Enrollment Application  
**DATE:** April 21, 2020

You spoke and we listened! We are very pleased to announce that after numerous requests that we have a new electronic process to submit enrollment applications, exceptions and supporting documents. You can now complete the application online, attach supporting documentation and submit directly to the Enrollment Information Branch (EIB) to process.

Applications are uploaded within 24 hours directly to EIB. By uploading the application and documentation electronically, applications are processed at a faster rate. We have tested this new process with a few agencies and it has proven to expedite the overall process. We recommend using the electronic process instead of mail, fax or email.

**NOTE:** You should continue to enter New Hires in KHRIS; this online tool should only be used for the new hires that you cannot enter in KHRIS.

Attached are things you need to know and steps for utilizing the online enrollment application. If you have any questions or concerns, please contact Sheila Sexton at [Sheila.Sexton@ky.gov](mailto:Sheila.Sexton@ky.gov).